

EMPLOYMENT OPPORTUNITY

CITY OF LONGBEACH



Executive Assistant Technology & Innovation Department

The City of Long Beach is seeking an energetic, organized, flexible and creative individual to provide exceptional service for the Technology & Innovation Department .



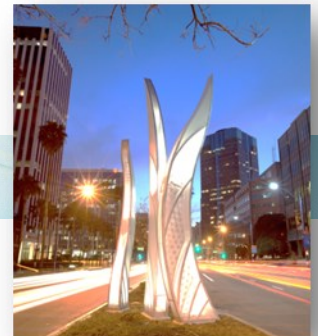
THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2015-16 budget of approximately \$2.7 billion, with the General Fund budget totaling \$412 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



TECHNOLOGY & INNOVATION

The Technology & Innovation Department (TI) plans and develops the technology infrastructure for the City and also acts as a service agency to other City departments. TI employees are working 24 hours a day, 7 days a week to provide service to our customers who rely on the City's extensive information technology and communications infrastructure. The Department has 136 full-time equivalent positions and also oversees numerous consultants on technology projects.

THE POSITION

The Executive Assistant is an at-will management position that reports directly to the Chief Information Officer (CIO) and is responsible for secretarial and administrative support. The Executive Assistant is expected to exercise a high degree of strict confidentiality, initiative and resourcefulness. This demanding position requires an energetic, organized, flexible individual who responds well in a fast-paced environment and has exceptional customer service skills. Specific duties include:

- Compose, edit and proof Department correspondence, i.e., letters, memoranda, City Council letters and Technology & Innovation Commission correspondence;
- Promote efficient time management by understanding the nuances and logistics of arranging meetings;
- Provide administrative support to the Technology & Innovation Commission;
- Serve as the Department's liaison to provide information and assistance to the public, elected officials, Department Commissioners, other City departments, and vendors;
- Coordinate and track Department workflow, including requests for information, Public Records requests, City Council Letters, and memos, Commission letters and other communication;
- Coordinate special projects and special events;
- Oversee, monitor and work with the management team to develop content for the Department's social media accounts and intranet site;
- Assist CIO with contract procurement and other legislative workflow;
- Take on additional work outside of direct responsibilities as needed.

THE IDEAL CANDIDATE

The ideal candidate will have an extensive background in supporting executives, preferably within a technology organization, dealing with complex, time sensitive and confidential projects and tasks. The candidate will thrive in a fast-paced, deadline oriented environment while maintaining superior time management, prioritization, organizational and multi-tasking skills, with a proactive and anticipatory attitude. The individual must be professional, energetic, and diplomatic and be capable of working well in high pressure situations with tight deadlines. The candidate must also have demonstrated experience and ability to handle confidential issues in a professional manner with tact and diplomacy. In addition, the candidate will also have a creative background to assist with social media, special events and public outreach.

Experience + Education

1. Five years of progressively responsible secretarial and/or office management experience. Public sector experience is highly desired.
2. Advanced level Microsoft Office skills (Word, Outlook, Excel and Powerpoint)
3. Graduation from an accredited university or college with a Bachelor's degree is preferred.

Professional Attributes: The attributes that best describe the new Executive Assistant

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| ▪ Highly organized, multi-tasker | ▪ Ethical with a high level of integrity |
| ▪ Effective communicator with superior interpersonal skills | ▪ Embraces ideas and contributions from others |
| ▪ Embraces new technology | ▪ Dedicated to high quality service |
| ▪ Experienced event planner | ▪ Creative, strategic thinker |
| ▪ Strong writing and proofreading skills | ▪ Strong project management / technical skills |
| ▪ Effective user of social media | ▪ Exercises good judgment |

SALARY + BENEFITS

The midpoint for this position is \$60,000 per year. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays the major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

APPLICATION PROCESS

This recruitment will close at **5:00 p.m. on Tuesday, November 24, 2015**. To be considered for the position, please submit a letter of interest and resume via email, with "TS 15-010" at the start of your subject line, to:

Danielle Mitchell
Administrative Officer
Technology & Innovation Department
333 W. Ocean Blvd., 12th Floor
Long Beach, CA 90802
Danielle.Mitchell@longbeach.gov

The City anticipates inviting a smaller group of finalists for an interview in early December 2015, with an appointment anticipated no later than January 2016, following the completion of thorough reference and background checks.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

This information is available in an alternate format by request to the Technology & Innovation Department at (562) 570-6982. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or call (562) 570-6982.